

S-E-C-R-E-T
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140018-3
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-10

1. TITLE OF REPORT (if a fill-in report include Form No.)

Library Accessions List

2. TYPE
OF
REPORT

STATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☐ SECURITY
MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

Orig

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)
1 (OTR/ISS)

7. FORMAT (memorandum, form
computer print-out, etc)
Memo

8. ADP PROCESSING

☐ YES ☒ NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT
DTR announcement in Staff Meeting
June 1967

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/OS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	4.50	.50		2.25	12		27.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

27.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

We were asked to do this and are not in a position to justify.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☒ OTHER (explain) Don't know
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
?	?

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Operations School/TR

18. EXTENSION

☐ STAT